

## CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: \_\_\_\_\_

Meeting Type: Regular

Meeting Date: May 12, 2016

Action Requested By: Urban Development Agenda Type: Resolution

**Subject Matter:**

Advertise Position of Urban Development Administrative Officer

**Exact Wording for the Agenda:**

Approval to advertise and fill position of Urban Development Administrative Officer, Pay Grade 19, and to fill position at steps higher than minimum within the pay grade if necessary.

**Note: If amendment, Please state title and number of the original**

Item to be considered for: Action Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

Action to fill position as authorized by Budget Ordinance must be approved by City Council per Section 9(e), Ordinance 95-659. Permission is requested to advertise the position to candidates outside the City and to fill position at steps higher than minimum within the pay grade if necessary.

Associated Cost: \_\_\_\_\_ Budgeted Item: \_\_\_\_\_

MAYOR RECOMMENDS OR CONCURS: \_\_\_\_\_

Department Head:  \_\_\_\_\_

Date: 05/09/16

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